Kansas Division of Emergency Management Training

Kansas Continuity of Operations (COOP) Planning Beginners Tabletop Exercise (COOP-TTX)

July 15, 2017 • 8:30am—12:30pm (noon)
Avondale East Elementary School
455 SE Golf Park Boulevard, Topeka, KS

This tabletop is designed as a beginner's level training event for Kansas State and Local agency Continuity of Operations Planners. The tabletop will focus on COOP execution fundamentals and planning team fundaments.

Target Audience

- New COOP Planners and team members from State and Local agencies
- Representatives from State Agencies that want a refresher
- Operations Managers looking to exercise their current COOP plan in advance of October's continuity exercise

Objectives

- Train COOP planners and team members to exercise their agency plans
- Strengthen current agency COOP plans through conceptual exercise
- Learn from peer agencies on best practices

Bring to Class

- Agency COOP plan (on paper or digital)
- List of agency COOP team members

This course is sponsored by the Kansas COOP Committee.

For specific questions about this exercise, please contact *AJ Wolfe* at *andrew.j.wolfe12.mil@mail.mil* or *(785) 646-1429.*

The deadline to register is July 18, 2016. Lodging arrangements or reimbursements will not be offered by KDEM for this session.

Visit our website for a full listing of courses available in Kansas http://www.kansastag.gov/KDEM.asp?PageID=266

Need help?
Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil (785) 274-1412 OR KS-TRAIN Help Desk helpdesk@kdheks.gov (785) 296-5655

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FAQs about KS-TRAIN and New User Accounts

• How do I sign up for a TRAIN user account?

Log onto https://ks.train.org. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

• How do I find courses to take?

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

• I've registered for a course – where do I find confirmation of this?

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.

• I signed up for a "Live" course and can no longer attend. Who should I contact?

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil or 785-274-1412 if you need help withdrawing.

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*If you have a disability or need special accommodations in order to fully participate in any training activity, please contact the State Training Officer, **Erin McGinnis**, at 785-274-1413, or erin.m.mcginnis2.nfg@mail.mil to discuss your specific needs.*